



Vermont Department of Education
Office of Licensing and Professional Standards
120 State Street
Montpelier, VT 05620-2501

Professional Development Verification for License Renewal

This form is ONLY for educators who are renewing directly through the Department Of Education.

Name: _____ SS # _____ - _____ - _____

Address _____ Phone: _____

ENDORSEMENT: _____

Instructions For Documenting Professional Development

- Nine professional development credits are required for each Level II endorsement and three professional development credits for Level I.
- Send this completed form and supporting documents with your License Renewal Form.
- Complete a separate form for each endorsement due for renewal.
- 15 clock hours of professional development activity = 1 professional development credit.
- Please refer to the instructions, "**Policy on Credits Applicable for License/Endorsement Renewal By Educators**" when completing the chart below. See example below. Attach additional sheets if necessary.

Example: Endorsement - Elementary Education

Category Number	Category Name	Activity Name	Hours or Credits Requested (15 hours = 1 credit)	Supporting Documents Enclosed
2	Workshop/Seminar	"Environmental Studies for the Upper Elementary Grades"	30 hours = 2 prof. devel. credits	Workshop Certificate

Renewal may be denied if the professional development activity does not relate to the endorsement area.

VSBE Regulation 5432 B 2

Level II License holders who are not employed as educators, or who are employed as educators in educational entities not served by an approved local or regional standards board, shall present documentation of a minimum of nine credit hours of study, or the equivalent, in subject areas related to each endorsement area; certain professional development activities may apply to more than one endorsement. The VSBE, or its designee(s) shall determine the applicability of credits and professional development activities.